

District Operations Review: DOR

BACKGROUND

Title [89.08.070](#) Revised Code of Washington requires some specific duties of the [Washington State Conservation Commission](#), including:

- ◆ *“To offer such assistance as may be appropriate to the Supervisors of Conservation Districts...in the carrying out of any of their powers and programs”*
- ◆ *“To assist and guide Districts in the preparation and carrying out of programs for resource conservation authorized under this act; and to review District programs”*

Additionally, the law requires the Commission *“to issue regulations establishing guidelines and suitable controls to govern the use by Conservation Districts of such funds, property and services; and to review all budgets, administrative procedures and operations of such Districts and advise the Districts concerning their conformance with applicable laws and regulations.”*

In recognition of these duties, the Commission periodically reviews the operations of every District in Washington State. This District Operations Review form helps assure statewide consistency in the way Commission staff perform and present these reviews to the Districts they serve.

DISTRICT OPERATIONS REVIEWS ARE DESIGNED TO:

- ◆ Help build District capacity by reinforcing sound operational procedures and identifying opportunities to improve District operations
- ◆ Strengthen accountability by reviewing operating procedures under applicable local, state, and federal laws, regulations, and policies

Conservation District:	
Date conducted:	
Date exited with Board:	
Attending DOR –	
District Supervisors:	
District Staff:	
Commission Staff:	
Other:	
Present at exit –	
District Supervisors:	
District Staff:	
Commission Staff:	
Other:	
Previous DOR –	
Date exited:	
Notes from last DOR:	

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Required?	Questions	Answers
DISTRICT CAPACITY		
Advised	1: Has the Board reviewed RCW 89.08, the Conservation Districts Law, since the last district operations review?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Has the Board fulfilled the three "powers and duties" required of supervisors?		
RCW 89.08.210	2: Does the Board maintain a full and accurate record of all District business including all proceedings, motions, resolutions, and minutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	3: Has the Board secured surety bonds (for example, an employee dishonesty bond at WGEP) for supervisors and employees who handle district assets, including money?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	4: When was the last internal audit completed?	Month, Year
	5: Who performed your last internal audit?	
Long-range Plan		
RCW 89.08.220(7)	6: When was the District's long-range plan last amended and adopted by the District Board of Supervisors?	Month, Year
	7: Does it include an inventory or reference inventories of renewable natural resources?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	8: Does it include a compilation of current resource needs and projection of future requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	9: Does it include priorities for various resource activities, projected timetables, and descriptions of alternatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	10: Does it include provisions for coordination with other programs and agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Annual Plan		
RCW 89.08.220(7)	11: When was the District's annual work plan last adopted by the District Board of Supervisors?	Month, Year
	12: Does it describe the action programs, services, facilities, materials, working arrangements, and estimated funds needed to carry out the highest priority parts of the Long Range Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 89.08.210 RCW 89.08.220 (13)	13: How has the Board kept the community informed about its plans and programs?	
RCW 89.08.341 3rd paragraph	14: How did the Board solicit proposals and feedback from the community prior to adopting its most recent Annual Work Plan?	
Cooperative and Interlocal Agreements		
RCW 89.08.341	15: Does the District have written agreements with all Conservation Partners where resources are exchanged?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	16: Has the Board reviewed those agreements in the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

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OPERATIONS		
Advised	17: Has the District reviewed all insurance coverage during the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 4.96.020	18: Who was appointed by the Board as a Claims Agent?	
RCW 4.96.020	19: Was the Claims Agent information filed with your County Auditor?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 89.08.215	20: Who did the District appoint as District Auditor?	
	21: Who did the District designate by resolution as District Treasurer?	
Advised	22: Does the District have a training plan for supervisors and employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Americans with Disabilities Act	23: Does the District make its offices, meetings and programs accessible to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	24: Has the District paid for scholarships, camperships, or made a donation to schools?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	25: If the District sells plant materials, does it maintain an inventory to reconcile materials purchased and sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	26: Has the District addressed any findings, management letters, or exit comments made by the State Auditor's Office during the last audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

BIG THREE LAWS		
Open Public Meetings Act (OPMA): RCW 42.30		
RCW 42.30.070 RCW 42.30.080	27: How does the District keep the public informed of the time and place of all meetings or gatherings of three or more supervisors?	
RCW 89.08.200 RCW 42.30.060	28: Do all official actions of the Board occur when a quorum of supervisors is present and in open, public meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 42.30.110	29: Does the Board follow correct procedure for going into and coming out of executive session?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 42.30.110	30: Is the purpose and time for executive sessions disclosed in the minutes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Public Records Act (PRA): RCW 42.17.250-348		
	31: Does the District comply with the Public Records Act by providing records requested in accordance with the law?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	32: Does the District have written procedures for responding to public records requests?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Code of Ethics for Municipal Officers: RCW 42.23		
RCW 42.23.030	33: Does the District have contracts exceeding \$1,500/month (in total for each person) with supervisors, associate supervisors, employees, or their spouses or dependent children?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 42.23.030	34: If a supervisor has accepted cost share, do District meeting minutes note he/she abstained from authorization, approval, or ratification of the contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 42.23.030	35: Does the District maintain a list of these contracts?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

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PERSONNEL POLICIES AND PROCEDURES		
Policy review and fair application of policies		
Advised	36: Did the Board review its personnel policies during the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	37: Did employees review the District's personnel policies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	38: Are personnel policies applied fairly and consistently?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Are the following topics covered in the District's Personnel Policies?		
Commission Grants policy	39: Anti-Sexual Harassment Policy substantially like the Conservation Commission's?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 49.46 FLSA	40: Exempt and non-exempt employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	41: Exchange time system with accrued hour cap for exempt employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
FMLA RCW 49.12.270 WAC 163-30-020	42: Family and Medical Leave including options for maternity, paternity, sick child, and leave without pay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 2.36.165	43: Jury Duty Leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 38.40.060	44: Military Leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
ADA/CRA	45: Reasonable Accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 49.17	46: Safety Policy with an Accident Prevention Program and a Workplace Violence Prevention Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	47: Vietnam Era Veteran's Readjustment Assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 42.41	48: Whistleblower Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	49: Anti-Retaliation Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	50: Conflict of Interest Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	51: Grievance Procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	52: Scheduled performance appraisals?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	53: Corrective action, discipline and termination policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	54: Discharge or separation from service procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	55: Telephone, cell phone, computer, e-mail, and Internet usage policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Does the District have the required employment posters displayed?		
Required	56: Notice to Employees: If a Job Injury Occurs... (state L&I)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Required	57: Job Safety and Health Protection (state L&I)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Required	58: Your Rights as a Non-agricultural Worker (state L&I)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Required	59: Notice to Employees: Unemployment Benefits (state ESD)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	60: Washington State Law Prohibits Discrimination in Employment (state HRC)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	61: Washington Minimum Wage (state L&I)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Required	62: Your Rights Under the Fair Labor Standards Act (federal DOL)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Required	63: Employee Polygraph Protection Act (federal DOL)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

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Required	64: Your Rights Under the Family and Medical Leave Act (federal DOL)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Required	65: Equal Employment Opportunity is the Law (federal EEOC)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

FINANCES

Advised	66: Does the district have an annual budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
BARS	67: Are all individual incoming transactions noted in an official, numbered receipt book?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
BARS	68: Does the Board receive and approve monthly District Treasurer's reports that include all deposits and checks by number, payee, and purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
RCW 89.08.215 BARS	69: Does an authorized supervisor and a second authorized person sign checks after Board approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
BARS	70: Checks are always filled out before being signed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
FLSA/49.46	71: Does the District pay overtime to non-exempt employees when overtime is worked?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Advised	72: Are all District bank statements, reconciliation reports and Treasurer's reports checked before Board meetings by someone appointed by the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

REPORTING

Is core information provided to the Conservation Commission upon request?

RCW 89.08.070	73: Board minutes including District treasurer's reports?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	74: Personnel policies and amendments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	75: Interlocal agreements, MOU's, MOA's, contracts?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	76: District boundary changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	77: Supervisor appointments and elections	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
	78: Employee roster changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

EXIT CONFERENCE COMMENTS

- ☐ Suggestions/discussions for strengthening district operations.

Comments:

- ☐ District feedback to the District Operations Review.

Comments:

- ☐ What can the Commission do to help your conservation district?

Comments:

Those attending the exit conference held on _____ in _____, Washington:

Signature	Position
	Conservation Commission staff